#StudentsDeserveBetter Town Hall Meeting: Student wellbeing notes

**Before the event**

* Gather a list of services that can offer support to students if they need it. This could include counselling services provided by your university or college, and external organisations in the local area and promote these alongside and throughout your event.
* If students are submitting stories and volunteering to speak at the event in advance, make sure you include links to these services in your response; otherwise promote them throughout the event.
* Make sure that students who are taking part in your event feel comfortable! Bring speakers together for a brief beforehand to explain the format of the event and give them information about who will be attending – even if it’s just a quick run through before the politicians arrive!
* Highlight any existing codes of conduct in place for online events

**During the event**

* Create a separate online ‘room’ which can act as a support space throughout the event in case people need more detailed signposting. Make sure that at least one person is present in this room to greet joiners and signpost them to additional support if they need it. Share the link to this ‘room’ in the group chat at the start of the event and again once all case studies have been shared.
* As part of the event introduction make all attendees aware that the views and opinions expressed by the students who have chosen to tell their story are their own and should be respected, and outline the levels of support that the union has offered in terms of signposting.
* If you have invited journalists, make sure to tell everyone that they’re in the room and will be reporting on what is said!

**After the event**

* Contact each of the students who shared their stories during the event if needed, and remind them of the support services which are available.